Faculty Grant Proposal Process

Want to know how to submit your grant proposal? Just follow the 10 steps below and you will be well on your way!

**STEP 1**  
Discuss proposal with Department Chair

**STEP 2**  
Complete Internal Notification form and submit to tananee@uta.edu

**STEP 3**  
Meet with Associate Dean of Research to discuss ideas on grant proposals

**STEP 4**  
Notify University Office of Grants and Contracts (OGS)  
[http://www.uta.edu/research/administration/departments/gcs/]
**STEP 5**
Meet with school, university and community partners to obtain approvals for the project and letters of support (As Needed)

**STEP 6**
Start writing, consulting, and meeting with leadership team to complete proposal

**STEP 7**
Prepare and submit a proposal for conducting research on human subjects to the University Institutional Review Board (*May Postpone this step until assurance of funding*)

http://www.uta.edu/research/administration/departments/rs/human-subjects-irb/
STEP 8  Send proposal to Associate Dean for Research for editing as needed/desired

STEP 9  Discuss proposed budget and indirect costs with Associate Dean for Research

STEP 10  Obtain letters of support from appropriate Department Chairs and Deans

STEP 11  Complete UT Arlington’s required Blue Sheet (Grants Only)

[http://www.uta.edu/ra/real/loginscreen.php?view=2]
STEP 12  Submit Proposal through Office of Grants and Contracts (Grants Only)

And you’re done!!!!
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